



1819 Grimmer Avenue, Burbank, CA 91504 Tel. (818) 559-2336 Fax: (818) 559-9668 [burbankhousing@burbankca.net](mailto:burbankhousing@burbankca.net)

March 20, 2012

Ross Young  
Project Manager  
150 N. 3<sup>rd</sup> Street Second Floor  
Burbank, CA, 91502

RE: Project Completion Report for 225 W. Linden Avenue, Burbank

Dear Mr. Young,

The purpose of this report is to provide the Burbank Housing Authority with information pertaining to the Linden project such as: a) Schedule of Performance (SOP) b) Rehabilitation Costs and Scope of Work and c) Project Consideration.

a) SCHEDULE OF PERFORMANCE

Pursuant to the Affordable Housing Agreement, please note the following schedule:

	Proposed Schedule of Performance <sup>1</sup>	Actual Schedule of Performance
Council Approval & Consideration	August 17, 2010	Completed
Close of Escrow	August 27, 2010	Completed
Relocation of Households	No later than February 01, 2011	December 10, 2010
Commence rehabilitation	No later than March 01, 2011	Commence March 21, 2011
Completion of rehabilitation	No later than September 01, 2011	Completed August 08, 2011 <sup>1</sup>

1. Completion Date Includes site work

b) REHABILITATION COSTS and SCOPE OF WORK

The buildings were constructed in 1942 and the physical assessment of the exterior and interior of the units were considered in fair to poor condition. Based on the initial property site inspections, the original scope of work for rehabilitation and site improvements included the following:

- Bathroom and kitchen upgrades (including Energy Star electrical fixtures);
- Upgrade HVAC system;
- Plumbing and electrical repairs;
- New roof;
- Interior and exterior paint with low VOC paint;
- Replacement of interior flooring in bedrooms, living rooms, and hallways with carpet tiles and vinyl/tile in kitchens;
- Landscaping improvements including the addition of drought tolerant plants and ground cover; and
- New concrete driveway, perimeter block wall, and permeable pavers.

Once the project began, the scope of work had to be expanded to include unforeseen and needed upgrades;

- Extensive wood replacement due to termite and dryrot damage
- Upgrade of existing electrical panel to accommodate new equipment and fixtures.
- New insulation at walls
- Replacement of old water lines with new copper piping
- Sandblast and new stucco at approximately 50% of the buildings
- Reframing of one of the existing garages due to structural deficiencies

Please find project costs matrix below:

	ORIGINAL BUDGET	ORIGINAL PER UNIT BUDGET	ACTUAL COSTS	ACTUAL PER UNIT COSTS
Rehabilitation Cost	\$475,310	\$120,083/unit	\$438,519	\$109,629/unit
Indirect Costs	\$109,480	\$27,370/unit	\$75,373	\$18,843/unit
Site Work and Contingency Cost	\$170,676	\$42,669/unit	\$96,842	\$24,210/unit
<b>TOTAL PROJECT COST</b>	<b>\$755,466</b>	<b>\$190,122/unit</b>	<b>\$610,734</b>	<b>\$152,683/unit</b>

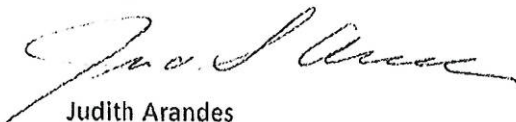
Despite the additional unforeseen scope of work, we were still able to complete this project a month early and significantly under budget. We did not have to utilize the construction contingency of \$63,637 and generated an additional savings of \$78,803.69 in unused indirect costs and buy-out savings. The unused funds that resulted from these savings amounted to \$142,440.69. These reduced project costs further reduced the 15% developer fee from \$238,200 to \$216,701.22 – a difference of \$21,498.78. The total combined unused funds of \$163,939.47 should reduce the total Agency Loan amount from \$1,816,400 to \$1,652,460.53.

C) PROGRAM CONSIDERATION

The four rehabilitation units were placed into use immediately after completion. The front unit is currently occupied by the program caretaker and the rear units are occupied by homeless youth enrolled in an intensive program with Family Service Agency of Burbank.

BHC will continue providing the Agency with periodic updates on the residents. We believe this project is unique to the City and will continue to be important resource in our efforts to alleviate homelessness.

Sincerely,



Judith Arandes

Executive Director

